

**Maine EMS Examination Committee Meeting
Tuesday, September 17, 2002
Maine EMS Conference Room, Augusta**

Minutes

Present: J. Vaniotis – Chair, B. Hawkes, S. Hudson, , G. Utgard, J. LeBrun, K. Roderick, D. Gilman

Absent: R. Doughty, Region 5 Representative,

Staff: D. White

1. Call To Order - The meeting was called to order at 9:37 a.m.

A. Introductions – Paramedic students Hugh Dodd and Erin Stone were introduced to the committee. They are enrolled in the Southern Maine Technical College (SMTC) Paramedic program and are attending the meeting as part of a class requirement.

B. Assign Timekeeper – K. Roderick

C. Additions/Deletions to the Agenda – Exam Fees Update (White)

2. Minutes – July 16, 2002, meeting minutes - review for acceptance

The minutes of the July 16, 2002, meeting minutes were reviewed

Motion: To accept the minutes of the June 18, 2002, meeting. (Utgard; Hawkes - motion carries).

3. Old Business

A. Exam Administration Manual (EAM)

Staff requested a committee decision on the form by which the EAM would be distributed. In the past, the manual has been distributed to the regional offices in a three ring binder.

Discussion ensued as to the merits of a “paper” vs. electronic edition (i.e. cd-rom or via the Maine EMS website).

Each media was discussed with the committee concluding that placing the EAM on the Maine



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EMS website would be the most effective and efficient way to distribute the manual. A web-based manual will provide an official version of the manual that may be easily updated as

necessary by staff and readily accessed by Regional Offices, Exam Administrators and Exam Proctors.

One concern raised was that by placing the EAM on the Maine EMS website, access to it would be available to the general public (including those persons who would be participating in the Maine EMS exam process). After much discussion, committee members concluded that there is no information in the EAM that should be regarded as confidential. Further, the availability of information concerning the process of administering exams may better inform all involved about the requirements, restrictions and idiosyncrasies of the Maine EMS written and practical exams.

Another concern was that scenarios for the patient assessment stations that are included in the EAM would be readily available for exam candidates to study, and allow them to “rehearse” for a particular injury or illness. Consensus was to increase the number of scenarios to 5 medical and 5 trauma, thereby creating a situation where it would be unlikely for a student to memorize that number of scenarios (of which one is randomly chosen at the practical exam).

Committee members suggested that the initial edition of the EAM could be distributed to the regions while the web-based version was being produced. It was agreed that the cd rom would be for the initial copy only, and that the official version of the manual would reside on the Maine EMS website. Updates to the manual could be downloaded as needed by users.

Motion: That the 2002 revision of the Exam Administration Manual(EAM) be initially distributed to each region in cd-rom format and that the official version of the EAM reside on the Maine EMS website (Utgard; Hudson motion carries).

The committee then continued its work on the Examiner *General Information* and *Examiner Instruction* documents. Reviewed were:

1. Patient Assessment sheets for all levels. Per aforementioned committee consensus, G. Utgard volunteered to write additional medical and trauma scenarios for the patient assessment stations.

The committee discussed the part of the station when the candidate has completed the skills. At times, examiners may say something to the effect of “Is there anything else you’d like to do?”. This type of statement may be perceived by the candidate as meaning that the candidate has not completed one of the required tasks. To avoid these type of comments, staff will develop language that the examiner will read to candidate, instructing the candidate to notify the examiner when he or she has completed the station. This language will be included in all examiner instruction documents.

Sarah Hudson distributed the most recent version of the *EMS Test Examiner Information* document. This document has been compiled and revised by J. LeBrun and S. Hudson.

Following committee review, S. Hudson will revise for next month’s meeting.

The committee directed that a statement that an examiner may not retest a person that he or she has failed during the test, be included in the body of the manual.

B. Practical Exams – placeholder

C. Update on SMEEMS Exam Issue

White reported that candidates who were not tested in CPR at the 6/1/02 practical exam received the opportunity to complete the station by attending one of 4 sessions sponsored by SMEEMS in Portland and Kennebunk on 7/16/02 and 7/18/02. He also indicated that the exam administrator for the 6/1/02 exam will no longer be a Maine EMS Exam Administrator, but may continue to perform duties as an examiner at practical exams.

D. Update on Paramedic Exam Correction – No Report

4. New Business - Other – New Exam Fees

D. White reported on the new exam fee structure that includes increased exam fees (\$20.00 for all levels of written exams, \$60.00 for BLS practical exams and \$80.00 for ALS practical exams). Exam proctors will now receive \$75.00 to administer a written exam and examiner reimbursement has been set at \$12.00 per hour for BLS and ALS examiners.

Staff is developing a new examiner payment record designed to reflect the aforementioned changes.

5. Next Meeting

The next meeting will be held on Tuesday, October 15, 2002 from 9:30 a.m. – 12:30 p.m.

A. Set Agenda - Next agenda to include: Exam Administration Manual

6. Adjournment - The meeting was adjourned at 12:43 p.m.

Respectfully submitted,

Drexell White